



STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**

**BOARD FOR ARCHITECTS  
MEETING MINUTES  
REGULAR BOARD MEETING**

**DATE:** July 17, 2015

**TIME:** 9:00 AM

**LOCATION:** LOTT Clean Water Alliance  
500 Adams St NE  
Olympia, WA 98501

**BOARD MEMBERS**

**PRESENT:** Rick Benner,  
Roch Manley, Chair  
Scott Harm, Vice Chair  
Colin Jones, Member  
Neitha Wilkey, Member  
Linda Szymarek, Public Member/Secretary

**STAFF PRESENT:** Rick Storvick, Executive Director  
Lorin Doyle, Regulatory Boards Administrator  
Julia Gambrel, Licensing Manager  
Autumn Dryden, Administrative Assistant

**OTHERS  
PRESENT:** Randy Garcia, Investigator  
John Pettainen, Investigator  
Shanan Gillespie, Management Analyst

**ABSENT:** Sian Roberts, Member

**1. Call to Order 9:10 AM**

**1.1. Introductions**

Board members, staff, and guests introduced themselves.

1.2. Order of agenda

Ms. Szymarek made a MOTION to approve the agenda as presented. Ms. Wilkey seconded the MOTION and it passed.

1.3. Approval of minutes: April 24, 2015

Mr. Harm made a MOTION to approve the minutes as presented. Mr. Jones seconded the MOTION and it passed.

1.4. Review Communications

No business.

**2. Public Comment Opportunity**

No business.

**3. New Business**

3.1. NCARB intern announcement

Mr. Storvick shared news that NCARB is no longer using the pre-licensure term “intern.” Future changes to the Intern Development Program (IDP) and Model Law will include changing “intern” to a different, yet to be determined, word.

3.2. Broadly Experienced Intern proposal and request for comment

Mr. Storvick shared a proposal by NCARB to develop a new Broadly Experienced Intern (BEI) program. NCARB is seeking input on the proposal. The board discussed the proposal and supported it with concerns captured by Mr. Storvick.

Action: Mr. Storvick will send a draft response to NCARB to all board members for review and comments. Board members are asked to respond directly to Mr. Storvick and he will submit the board's feedback directly to NCARB.

**4. Old Business**

4.1. NCARB Annual Meeting report

Mr. Storvick and board members Mr. Manley, Ms. Szymarek, Mr. Harm, and Ms. Wilkey attended the NCARB Annual Meeting June 17-20 in New Orleans, LA. Each attendee shared information from the meeting and Ms. Szymarek found being able to attend the national meeting especially helpful.

4.2. Review master action items list

The board reviewed and discussed the master action items list.

4.3. Mandatory construction administration

Mr. Storvick shared an NCARB report on construction contract administration around the country. The board will review the information for discussion at the October 22 meeting and consider forming a committee to look deeper into the issue.

## **5. Complaint Cases for Review\***

### **5.1. Case Manager Recommendations**

#### **5.1.1. 2014-10-0400-00ARC (Manley)**

The complaint alleged unlicensed practice for using protected language on a website and business cards. After being contacted by staff, the respondent removed the protected language from business materials and explained his working relationship with a licensed architect that provides controlling supervision on non-exempt projects drafted by the respondent. Mr. Manley recommended closure of the case because the respondent complied. Mr. Jones made a MOTION to accept the case manager's recommendation. Ms. Wilkey seconded the MOTION and it passed.

#### **5.1.2. 2014-12-0404-00ARC (Jones)**

The complaint alleged unprofessional conduct against a Washington architect who was doing business in Idaho. An investigation found no violation in Washington State and Mr. Jones recommended the case be closed with no further action. Ms. Wilkey made a MOTION to accept the case manager's recommendation. Ms. Szymarek seconded the MOTION and it passed.

#### **5.1.3. 2014-04-0406-00ARC (Wilkey)**

The complaint was opened as a result of unprofessional conduct for failing to provide verification of professional development hours upon audit. Ms. Wilkey recommended closure of the case because the respondent ultimately complied with the requirement. Mr. Jones made a MOTION to accept the case manager's recommendation. Mr. Harm seconded the MOTION and it passed.

#### **5.1.4. 2015-03-0400-00ARC (Wilkey)**

The complaint alleged unlicensed practice for practicing without a designated architect. During an investigation, the respondent verified their designated architect. Ms. Wilkey recommended the case be closed with no further action due to there being no violation of law or rule. Mr. Harm made a MOTION to accept the case manager's recommendation. Mr. Jones seconded the MOTION and it passed.

## **6. Legal Issues for Deliberation\***

### **6.1. Orders to be presented**

#### **6.1.1. 2014-07-0404-00ARC (Jones)**

Default Order – Rachel Michalski

The respondent was found to have used protected language without holding a Washington architect license.

Mr. Benner made a MOTION to accept the default order and impose the following sanctions:

- The respondent must permanently cease and desist from practicing or offering to practice professional services for others in the state of Washington as an architect and using in connection with her name the title architect or any other language in such a way as to convey the impression that she is a licensed architect or architectural firm.
- A fine of \$5,000 is assessed.

Ms. Wilkey seconded the MOTION and it passed.

## **7. Disciplinary & Investigation Items**

7.1. Closed session deliberation report (only necessary if closed session is held)  
No business.

7.2. Current cases disciplinary report  
Packet item; no action.

## **8. Assistant Attorney General's Report**

No business.

## **9. Committee/Task Force Reports**

9.1. 2016 NCARB Annual Meeting – Video, slides, and update

Ms. Szymarek updated the board on the 2016 meeting planning. Board members were able to share an introduction to the meeting at the Annual Meeting in New Orleans and a video about Seattle was shown. The next step is to contact NCARB with a suggested list of speakers.

**Action Item: Please send ideas for speakers to Ms. Szymarek.**

9.2. Guidelines for Building Officials – Report on meeting with Landscape Architects (May 26)

The committee met with Deb Peters, Landscape Architect Board Chair, on May 26. Both the Architect Board and Landscape Architect Board deal with overlap in scope of practice issues. The committee is interested in partnering with the Landscape Architect board and Engineers Board for a panel discussion with the Washington Association of Building Officials (WABO).

**Action Item: Mr. Storvick will schedule a meeting of the committee with WABO prior to the October 22 board meeting.**

## **10. Board Executive's Report**

10.1. Program Operations

10.1.1. Legislative update  
Packet item; no business.

10.1.2. Financial report

The board reviewed the financial report and request the fund “goal” be changed to “target” or “optimal.” Board staff will change the language on the report.

10.1.3. Licensing and application statistics

Packet item; no business.

10.2. Department of Licensing

Mr. Storvick reminded the board that the lower hour requirement for the NCARB IDP is now in effect but that Washington is maintaining the requirement of 3 years and 5,760 hours.

Action Item: Mr. Storvick will research the “Boot Camp” training for IDP Supervisors conducted by the Alabama Board and report back at the October meeting.

10.3. Other Items

Mr. Storvick is participating in the NCARB Member Board Executives (MBE) Committee.

Mr. Storvick shared a new idea for outreach. Research shows very few board news bulletins are being read. Staff will discontinue publishing the bulletins and will instead send an email via the listserv with important notes from the board meeting. Mr. Harm suggested looking more into using social media.

**11. Other Business**

11.1. Action items from this meeting

Action items were reviewed and will be added to the master action items list.

11.2. Agenda items for future meetings

- Mandatory construction management – consider forming a committee
- IDP supervisor boot camp
- Outreach
- Strategic planning (2016 meeting)

11.3. Any other business

Mr. Benner questioned a recent email distributed via the listserv about a temporary fee suspension. He and other board members found the language in the email confusing. Board staff explained that although some of the language is confusing, the Department of Licensing has to follow specific rules and use specific wording when publishing rules information.

**12. Adjournment 12:58 AM**

Submitted by: \_\_\_\_\_

Rick Storvick  
Executive Director

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_

Roch Manley  
Chair

\_\_\_\_\_  
Date

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